



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit System)

Posting #AOC0908N20

LAW LIBRARIAN

Opening Date: September 18, 2020

Closing Date: October 2, 2020

Salary: \$ 34,484- \$ 43,105-\$51,726 per year (Minimum – Midpoint-Maximum) Pay Grade 11*

Recruiting For: **Sussex County Law Library**

Location: Sussex County **(Please check this county on your application)**
Georgetown, Delaware

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This employee manages the operation of the Sussex County Law Library located in Georgetown and provides general legal research at the direction of a judge. This employee reports to the Senior Law Librarian and is responsible for implementing library policies and procedures; ordering and updating library materials; and supervising the use, maintenance, and security of the library facility. This employee will be responsible for the oversight and management of the library materials and informing members of the public and legal community of library policies and procedures. In addition, duties will include assisting the Chancellor and the Resident Judge in general legal research and procurement of legal resource materials for special research projects. The candidate must be committed to the mission of Self-Help centers for litigants who are involved in the Justice system without the help of a lawyer. Other aspects of this role include:

- Providing assistance as required to members of the public, including Pro Se litigants.
- Assisting the Senior Law Librarian to develop programming and identify materials to be offered in the Law Library and Self-Help Center.
- Occasional travel throughout Sussex and Kent counties to coordinate with community partners and the other law librarians as needed.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will

result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Bachelors Degree in Library and Information Science, English, Education, Paralegal Studies, Computer Science or related field.
2. Experience performing legal research and applying legal terminology.
3. Knowledge of the professional use of a legal research collection.
4. Knowledge of the basic principles of administrative and technical library management.
5. Knowledge of bookkeeping and accounting practices.
6. Knowledge of computer information systems including automated legal research systems.
7. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>

Submitting Your Application: Visit the website at www.courts.delaware.gov. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:
Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@delaware.gov (preferred method)

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer